



## Customer Service Division

Office Locations:

7447 E. Indian School Road, Suite 110  
Scottsdale, AZ 85251

9379 E. San Salvador Drive, Suite 100  
Scottsdale, AZ 85258

Telephone: (480) 312-2400

## ESCORT BUREAU/INTRODUCTORY SERVICE FACT SHEET

**FEES: \$175.00\* Application Fee**

Be sure to read your Escorts, Escort Bureaus and Introductory Services ordinance booklet provided by the City of Scottsdale, **prior** to application.

**IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE THE REQUIRED DOCUMENTATION.**

Below are the steps required to ensure we will be able to process your application:

1. Applications are provided by the City of Scottsdale, Tax and License Registration office.
2. Completed applications and required documentation **must** be submitted to Tax and License Registration for review. The application fee and license fee must accompany the application and documentation.
3. A complete description of the exact nature of the business to be conducted, including office organization, advertising theme and method, employee qualifications and copies of contracts to be used with escorts and patrons.
4. Written plan setting forth the method of operation of the escort bureau, which shall include, but not be limited to:
  - a. The hours that the escort bureau will be open to the public, including all hours any escorts are with a patron; and
  - b. The methods of supervision of employees to prevent the escort from charging the patron any fee which is in addition to the fee paid to the escort bureau or introductory service by the patron; and
  - c. The methods of supervision which will prevent the escorts from soliciting acts of prostitution or offering sexual stimulation or sexual gratification; and
  - d. The applicant shall submit a statement disclosing the names of all persons who have invested in the proposed escort bureau and the names of all persons who will share in or receive a percentage of the profit or return from the proposed escort bureau; and
  - e. The method of compensating escorts.

### **ADDITIONAL INFORMATION REQUIRED:**

1. Proof that the applicant is a U.S. citizen or lawful resident alien who is authorized to work by the United States Department of Justice, Immigration and Naturalization Service.
2. Copy of birth certificate.
3. Copy of driver's license.
5. After the application is reviewed and payment is made, the applicant is required to be fingerprinted.

**APPLICATION FEES ARE NON-REFUNDABLE  
INCOMPLETE APPLICATIONS, OR THOSE RECEIVED WITHOUT ALL  
REQUIRED SUPPLEMENTAL INFORMATION WILL NOT BE PROCESSED.**

Revised 3/8/01

\*Official Schedule of City of Scottsdale Rates and Fees at: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov) - keyword "Fees".